



# COUNTY OF ERIE

## POSITION ANNOUNCEMENT

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: MARCH 11, 2016**

**CLOSING DATE: MARCH 28, 2016**

**TITLE: LIBRARIAN II /  
CIRCULATION MANAGER**

**GRADE: M-1**

**DEPARTMENT: LIBRARY- CIRCULATION BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$20.14/HR \$39,273/YR**

**HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

### **DEFINITION OF CLASS:**

This position is responsible for managing the Blasco Library Circulation Department. As part of the library management team, the employee is responsible for working cooperatively with other library managers in overseeing operations of public services throughout the Erie County Public Library, and is responsible for exercising considerable judgment and discretion in planning, implementing and evaluating the circulation functions of the Library. The position is evaluated in terms of conformance with library goals and objectives.

### **DUTIES AND RESPONSIBILITIES:**

Coordinates circulation activities at the Main Library. Responsible for overseeing all Blasco Library circulation clerks. Conducts interviews, makes hiring recommendations, trains, supervises and evaluates circulation staff. Provides ongoing customer service and skill training. Assigns tasks and plans work priorities. Strategically prepares weekly and daily schedules. Establishes, coordinates, and maintains effective information flow and working relationships between employees.

Develops circulation system procedures which result in an efficient and customer friendly environment. Explains policies and resolves patron concerns. Participates in the continuous development of library policies, procedures, and budgetary recommendations. Shares building supervisory activities with the other Blasco Library public service managers.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Has thorough knowledge of the policies, procedures and activities of the County and the Library Department practices. Has thorough knowledge of library practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. The ability to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. Must possess excellent customer service, training, and computer skills. Ability to be creative and innovative, and able to lead the staff in the circulation department in new directions in order to meet the needs of changing library services. Able to effectively communicate and interact with subordinates, supervisors, and members of the general public. Is able to assemble information and make written reports and documents in a clear, concise, and effective manner. Has good organizational, management, human relations and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles and methods of utilization within the circulation areas of the library. Has mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

**MINIMUM REQUIREMENTS/ QUALIFICATIONS:**

MLS degree strongly preferred, however will consider related degrees, including those in Management/ Business fields; plus at least three years of management experience; experience in a public library setting preferred.

**CONDITION OF EMPLOYMENT:**

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearances, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

**STATEMENT OF BENEFITS**

Average Annual Benefits & Pension Value for:

NON-BARGAINING GRADE M	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$12,040.00	\$23,595.00

\*Average paid holidays annually – 14 days

\*Average paid vacation for 1st year – 6 days

\*Average paid personal days annually – 5 days

\*Holidays may vary by bargaining unit